
MINUTES OF WOODLAND HILLS HOME OWNERS' ASSOCIATION

Approved September 22, 2014

Board Meeting of August 25, 2014

The meeting was called to order at 7:05 pm by Leesa Willis. Present were board members Zeno Lantos, Pam Sonneville, Richard Reise, and Judith Sudholt. Also present was Peggy Toland, Property Manager.

The meeting was held at 1725 Logmill Lane, Gaithersburg, Maryland 20879.

Homeowners in attendance were: Walt Sonneville of 314 Wye Mill Court; Ali, Lazita and Karash Zamani of 1941 Windjammer Way; Karen Duvall of 302 Wye Mill Lane; and Beverly Jordan of 1510 Tanyard Hill Road.

Opening Remarks

No opening remarks.

Homeowner Open Forum

Karen Duvall stated that the residents are now more than 51% renters to homeowners. Karen asked if that 51%+ renter population will impact our individual homeowner insurance rates, our HOA insurance rates, and/or will this cause an increase in the monthly association fees? Leesa asked where Karen acquired the statistic that we now have more renters than homeowners because no one at the property management office or on the board has heard that statistical figure previously. Leesa stated that a greater than or equal to 51% renter population would not impact HOA insurance. Peggy stated that she didn't think we are at that percentage today and stated that we have never been over 51% renter population.

Karen Duvall stated that she has a video security at her house. She stated that on several occasions, some men have been caught on camera breaking into cars and rummaging through them for valuables. She said she reported these incidents to the police, but unless someone files charges and reports the theft of valuables, they cannot do anything.

Karen Duvall asked how much money the board has spent on legal fees. Leesa answered that it has been approximately \$2,300.00.

Mr. Zamani reported that the front of his house, where his property meets the common property sidewalk, floods whenever it rains. Leesa said that we will take a look at the situation.

Mr. Zamani asked about his son's suspension from the pool stating that another boy was also breaking glass bottles. Leesa explained that only Zamani's son was observed breaking glass bottles and that anyone not observed cannot be suspended. Mr. Zamani also complained that broken glass remained in the area and should be cleaned up. Leesa explained that volunteers

had cleaned the area twice, once removing a one gallon Ziploc bag of broken glass and that, ideally, the Zamani family should have helped with cleaning up the broken glass, but that did not happen.

Mr. Zamani suggested that the HOA is not doing enough to make renters aware of the Rules and Regulations or the Architectural Guidelines. Leesa explained that it is the responsibility of each landlord to provide their respective renters with the rules and regulations for the community. Leesa also explained that we mail, hand deliver, and provide via the website the important and legal documents for the community.

Mr. Zamani reported that there are residents at WW812 who are dumping trash on the island and he believes that the board should reprimand them. Leesa advised him that the City was contacted and will continue to be contacted in cases like these. If there are witnesses willing to identify residents who break the rules, the HOA can reprimand them, as well.

Mr. Zamani reported that he has a video of a young boy vandalizing the mail boxes. Leesa asked him to please contact the police. Leesa explained that the HOA and the board members have no policing authority.

Minutes of July 28, 2014 Board Meeting

Richard Reise moved to approve the July 28, 2014, meeting minutes; Zeno Lantos seconded; and the motion carried unanimously.

Treasurer's Report

Pam Sonneville reported that as of July 31, 2014, there was \$100,176.44 in the operating checking and savings accounts and \$500,287.60 in reserves.

Judith Sudholt moved to approve the financial reports; Zeno Lantos seconded; and the motion carried unanimously.

Stormwater Management

Walt Sonneville reported on the new stormwater program fees. Effective August 21, 2014, the City of Gaithersburg enacted a new Article V under Chapter 8 of the City Code. Article V is entitled "Stormwater Program Fee." Prior to the new Article V, the fee had been classed the "Water Quality Protection Charge." Each homeowner's property and the HOA will be billed separately, on the property-tax bill, for the amount of impervious surface located on the respective properties. The amount of impervious surface has yet to be determined, but the data will be tabulated by late fall or earlier.

Currently the county's property-tax bill issued to each townhouse homeowner shows a separate line-item fee of approximately \$30.87 for "Gaithersburg Stormwater Fee," applicable for the tax period FY 2015 07-01-14 to 06-30-15. This amount will change effective January 1, 2015, for FY 2015 property tax (taxes). The amount of change has yet to be determined.

At its August 4th city council meeting, Dennis Enslinger, Assistant City Manager, gave a presentation on the proposed funding for stormwater management. He said the costs of the

management requirements, as directed by federal and state laws, could rise from \$2M to \$10M (x5) annual expenditures by the city.

When public comment was invited at that meeting, Walt Sonneville stated our individual homeowner tax currently is \$30.87. Should one infer, Walt asked, the tax will rise by a factor of 5, amount of \$154.00 annually? Mr. Enslinger responded that amount is unlikely because new properties, as yet uncharged, will be enrolled in the program. Also, the state may grant credits to the city for existing stormwater management structures. Walt has no understanding how these credits may work, but will follow-up as they become clearer to Mr. Enslinger.

Currently, the City is studying aerial photos of all properties in the city to determine how much surface area, by individual property, is impervious.

The count has its own program for stormwater-fee assessments. Walt Sonneville mentioned to Mr. Enslinger, two weeks following the city council meeting of August 4, that the county's aerial photo of his property, at 314 Wye Mill Court, is in fact a photo of the end unit at 312 Wye Mill Court, a larger land-area property than mine. Walt suggested that the city not depend on county data. Enslinger said the city will conduct its own assessments of impervious square footage on individual properties.

Walt also mentioned to Mr. Enslinger that Woodland Hills may be the end point for runoff discharge from neighboring communities, particularly Old Carriage Hill. By e-mail, Mr. Enslinger responded that "staff is in the process of confirming the drainage areas so we can make sure that we have the most accurate data available to be used as part of the new stormwater management fee process. Walt will provide an update later this fall when all of the data is back." Walt advised Enslinger that the tennis court is jointly owned with Village Overlook ("Hyde Park" on city documents).

What homeowner areas are impervious under the superseded "Water Quality Protection Charge" (WQPC)? They included the building area, patio area, walkways, and driveway. Wooden deck and public sidewalks are not part of the impervious assessments. Any townhouse or single-family residence with more than 500 sq. ft. of impervious surface is subject to the WQPC tax. Our townhouse roofs typically are 625 sq. ft.

Our HOA currently is billed a total of \$192.56 annually. This represents the combined stormwater fees for Parcel O, part of Parcel H, and part of Parcel G. Walt has tried to identify these 3 parcels. Leesa and other board members thanked Walt Sonneville for his detailed report and agreeing to continue serving as community liaison on this topic.

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Management Report

Peggy delivered the tax/audit engagement letter for signature by Leesa Willis. The cost of the audit is \$2,000.00 for 2013. Peggy presented the federal and state tax return forms to Leesa Willis for her signature --\$350.00. Leesa Willis signed the forms. Peggy reported the increase of \$50 began last year for the tax/audit process.

Any additional taxes incurred due to the Stormwater Management tax bill by the city will have to be included in the new budget. We don't know at this time what the increase, if any, will be.

Peggy confirmed with Pam that the Mead Tree work that was billed was completed and that it is okay to pay the bill. Pam said yes it is okay to pay \$8,960.

Peggy brought attention to the *Treemendous* form. Leesa reminded the board that we would have to pay to have any purchases delivered. Pam confirmed that *Treemendous* is in Sandy Spring which is not far. Karen Duvall stated that there is free mulch at Season's Nursery. Peggy explained that we do not use mulch when we do not know what is in it.

Peggy reported that she is waiting for the schedule from AMG regarding the parking space striping; however, when compared to what was done last year, this striping will be easier because fewer cars will need to be moved.

Peggy reported that she has communicated with Plug-In which is the program with PEPCO for the electric car chargers. A homeowner in another community asked to install one in front of his parking space. The height of the electric charger is about 4 feet tall and it looks like the air machine at gas stations that fills tires. While Peggy was reading up on the electric chargers, she found it interesting that there are already some states that are treating this unit just like solar panels and they have passed bills treating this equipment in much the same way as solar equipment. The cost for the installation and removal/restoration would be on the homeowner. Also, there could be implications on the standard width of sidewalks, etc., affected by such an installation. Discussion ensued.

D&B Plumbing would like to be paid for the work they completed at the pool house. They feel that the job is complete and that it will function as it should once the pump is replaced. Peggy reported that she called Solar Energy Services who services solar hot water heaters. They charge \$3.00 per mile from Millersville, MD to the pool and then an hourly charge of \$120.00. Peggy did mention that there is a new pump that has to be installed, but they said the free site visit is for sales only and not for a tech to come out and check already installed equipment. However, Jeff from Georgetown Aquatics said that he will contact his plumber to see if he can resolve the issue. Peggy asked the board to decide what they feel would be an appropriate amount to pay D&B Plumbing of the remaining monies owed: \$3,687.00. Discussions ensued. Judith Sudholt moved to withhold \$1,500 until the system is working properly; Richard Reise seconded; and the motion carried unanimously.

Peggy noticed that there was some loose T-1-11 siding on the pool house above the lifeguard office. Four Seasons had replaced it a few years ago. Peggy has asked Four Seasons if they could go back and secure these items. She requested they provide a price to install some flashing because part of the problem is that water is getting under the siding and causing it to swell. She hopes they will respond soon with a price. Also, the glass slider in the guard room needs to be replaced next spring. This needs to be added to the budget.

Karen Duvall asked about replacing tile at the pool. Discussion ensued.

Karen Duvall asked Pam to identify the trees with the black berries. Pam indicated she'd have to see the tree in order to identify it.

Community Affairs Committee Report

Beverly Jordan reported that she made visits to WM341 and HT218. She requested reimbursements for supplies in the amount of \$8.48.

Judith Sudholt moved to approve reimbursement in the amount of \$8.48 for supplies to Beverly Jordan; Richard Reise seconded; and the motion carried unanimously.

Neighborhood Watch Committee Report

Reporting on behalf of Nick Chomycia, Judith Sudholt reported that the street light outage on Pole #1 was repaired by the City's lighting contractor.

Karen Duvall asked about the snags left near the tennis court. Leesa explained that leaving snags is a cost saving strategy. Karen asked if the snags would grow back, and she was informed that they would not.

Architectural Review Committee Report

Judith Sudholt reported that ARC worked with homeowners throughout the community regarding the following issues:

- Siding design and color (clapboard and gray); CD308 was approved and installed.
- Approved shingles for HT200 have been installed.
- Work-in-progress for approval of shingles for WW933. Currently, awaiting ARC members to review shingle samples.
- Upgrades/replacements for fence parts and fence supports at TH505. Approval was given and the stain will be Padre Brown to match the existing fence. A permit sign must be posted when the support post holes are dug.
- Repairs to steps, deck replacement (removal of lattice), and deck supports was submitted for approval; ARC approved for WW830. A permit sign must be posted when holes are dug.
- Multiple window-installed air conditioners, which are specifically prohibited, are being used at WW812. HOA will send a letter.
- Window installed air conditioners are being used at WM323. HOA will send a letter.
- Trash is being dumped on non-recycle days on lower Windjammer; propose we send a reminder letter to all homes on WW.
- Earlier a homeowner asked the board where a child would find a bottle to break on common property. An empty beer bottle was found on the island near the pile of trash (near the pool) on lower Windjammer. Photographs of the trash and beer bottle were sent to board. Spotter removed bottle and board had trash removed.

- Deck railing, stairs and deck support replacements were approved for home on WW. A permit must be posted.
- Major repairs over the month of August at LL715.
- Major approved repairs over the month of August at LL711 and many non-compliant issues and violations have been corrected.
- Repairs and noncompliant issues have been removed at WW933, including a newly planted tree and a new back door.
- Deck staining without ARC approval was noted at WFD424 and an email was sent to the homeowner advising that they get ARC approval prior to making any exterior changes. Will re-inspect and may need to send a letter.
- ARC members met with homeowner at THR616 regarding front door and storm door color. Color assignments were discussed and a Disclosure Form was provided.

Here are the statistics for the last 3 months and a comparison of August 2013 to August 2014.

Monday/Year	Number of Compliant Homes	Percentage of Violation Free Homes
June 2014	134	52%
July 2014	146	57%
August 2014	149	58%
August 2013	151	59%

The homeowner at WM30 has yet to make the required corrections to the front door (remains white) or storm door (remains etched). A reminder letter dated June 5 was sent to the homeowners, with a copy to the real estate agent, giving 60 days or the sale of the house whichever comes first to make these corrections. A second letter was sent to the homeowners and the real estate agent on August 15, 2014.

Richard Reise moved to approve the ARC report; Zeno Lantos seconded; and the motion carried unanimously.

Grounds Committee Report

1. Pam Sonnevile submitted receipts totaling \$469.65

- N&S Rentals/Ace \$ 14.83 7/30/2014 Large bow saw
- The Home Depot 10.57 7/30/2014 21" pruning saw

• Gem Graphics	63.60	8/6/2014	Woodland Hills sign insert
• City of Gaithersburg	22.00	8/7/2014	Tree removal permit fee
• N&S Rentals/Ace	6.88	8/9/2014	Repel Deep Woods Off
• Kollar Nursery	21.00	8/23/2014	3 Christmas ferns
• Hill House Farm & Nursery	208.49	8/23/2014	3 Ruby Slippers Hydrangeas, 3 Winter Reds, 1 Southern Gentleman
• Sylva Native	122.28	8/23/2014	3 Diervilla "Copper", 1 Rhus aromatica, 3 viburnum acerifolium, and 1 Fothergilla major

TOTAL	\$469.65
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2. Met with Greg Dionne of Mainscapes on Friday, August 1, 2014, to discuss plant replacements in the Wildpark area. We are still working on type and availability of plants. If we can get everything, requested that the replacements be in by mid to late September.
3. Met with Elizabeth, Yankee Clippers on Sunday, August 3, for to discuss pruning of shrubs, etc. They'll return to do pruning of shrubs in September --2 people from 9 am to 2 pm.
4. Montgomery County government has awarded a grant to Conservation Montgomery to arrange Tree Care 101 classes in Montgomery County. A session has been scheduled for Saturday, October 11th. I will prepare a flyer and we need to put this information on Listserv.
5. Gearing up for fall plantings:
 - (i) Beside 1725, 3 hydrangeas with a few perennials in front; Witch-hazel or serviceberry behind.
 - (ii) Between 1335 and 1339 Carlsbad, 3 winterberries near the top of the hill which will be grouped in the area of the forsythia that's there already.
 - (iii) Island across from lower Tanyard; install 3 bush honeysuckles (middle) and put two of the lo-gro sumacs in front.
 - (iv) Beside 1349 Carlsbad, install 3 additional iteas in this area.
6. Mead was in the community for 4 days (August 11, 13, 14, 15). Not everything was completed and the unfinished items still need to be addressed. Request authorization for 2 days of pruning \$4,480.00. Tree in rear of WM 336 was not removed.

7. Requested authorization for \$500 to purchase a dogwood (\$150) in front of Wildpark, and for 3 iteas plus a few other shrubs/trees to be purchased from Kelly Landscaping. Leesa asked why put another where two others have already died? Pam reported that the plan can be altered.
8. Requested authorization for up to \$300 to spend at Sylva Native for perennials and plugs such as purple coneflowers, pycnanthemum muticum (mountain mint), and a few nodding onions.

Judith Sudholt moved to approve a total of \$5,280 for 2 days of tree pruning by Mead, \$500 to Kelly Landscaping, and up to \$300 to spend for perennials at Sylva Native Nursery; Zeno Lantos seconded; and the motion carried unanimously.

9. Pam reported that there is a boundary tree at WF410 that requires pruning. Leesa asked that Pam get an itemized bill from Mead so that it can be split between the homeowner and the WHHOA.
10. Pam reported that there are renters on lower Tanyard who are taking the parking in front of many homes and she requests that a "Be Considerate When Parking" standard memo be distributed.

Judith Sudholt moved to approve the Grounds Committee Report; Richard Reise seconded; and the motion carried unanimously.

Communications Committee Report

Leesa Willis reported that she has asked Kari Lantos to take over writing the newsletter which is going to be published twice per year with only 4 pages. Kari is highly qualified and will do an excellent job should she accept.

Leesa Willis requested authorization for reimbursement in the amount of \$10.02 for tools and tape for the pool.

Judith Sudholt moved to approved reimbursing Leesa Willis in the amount of \$10.02 for tools and tape; Zeno Lantos seconded; and the motion carried unanimously.

Concurrence Items Report

1. Directors concurred to ask Walt Sonnevile to continue serving as liaison to the City of Gaithersburg on storm water management issues.
2. Directors concurred to have the euonymus shrub removed from the gate area at the pool.
3. Directors concurred to suspend a young resident's pool privileges for the remainder of the 2014 season after he was observed breaking glass bottles against the pool retaining wall.
4. Directors concurred on the authorization for spending \$610 for 10 hours of pruning by Yankee Clippers.

New Business

Leesa Willis asked the board to discuss and review proposed end of season bonuses for the lifeguard managers and lifeguards. Discussion ensued. Judith Sudholt moved that bonuses in the total amount of \$450 be paid to the two lifeguard managers in the amount of \$125 each and to the two lifeguards in the amount of \$100 each; Richard Reise seconded; and the motion carried unanimously.

Zeno Lantos asked if there are any rules regarding block parties or street parties. Leesa replied that the streets belong to the city and the homeowner(s) hosting the block party must notify and receive approval from the city. Judy Sudholt stated that emergency vehicles must have access to all homes on the block/street. Discussion ensued.

Next Meeting and Adjournment

The next board meeting will be held on Monday, September 22, 2014, at 7:00 pm in the Media Center, Watkins Mill Elementary School, 19001 Watkins Mill Road, Montgomery Village, Maryland 20886.

Judith Sudholt moved to adjourn. The meeting adjourned at 8:25 pm.

Respectfully submitted September 5, 2014
by Judith Sudholt, Secretary & ARC Chair